



## Special Event Permit

Issued by the City of Springfield, MO

### St. Patricks Day Pubcrawl

**Approved event scheduled for:**

**Date:** March 12, 2022  
**Time:** 9:00 p.m. 3/12/22 – 1:15 a.m. 3/13/22  
**Location:** Downtown Springfield Vicinity  
**Est. Attendance:** 7,000

**Approved by**

Sharon Spain

Special Event Permit Coordinator

**Date Approved:** 2/23/22

**CONDITIONS:**

- The Fire Department requires two fire marshals to be hired per General Ordinance No. 6195, Section 2-502.
- All vendors must be licensed and hold a current occupational liquor license before participating in this event.
- A total of 30 Type 3 Barricades with Road Closed Signage must be secured and staged at the designated locations by 12:00 p.m. 3/12/22.

- Park Central West Entrance at the square. (2)
- Park Central East Entrance at the square. (2)
- Park Central South Entrance at south entrance of the square. (2)
- Patton / Park Central West (2)
- Olive / Robberson (2)
- McDaniel / Robberson (3)
- Park Central East / Jefferson (2)
- Walnut / South (3)
- Patton / Walnut (7)
- Walnut / Campbell (2)
- McDaniel / Patton (3)

- Fire Lanes must be maintained in the event area.
- An Emergency Action Plan (EAP) must be created and communicated to all staff members working at the event. This EAP must cover situations such as, but not limited to, inclement weather and violent acts occurring during the event. (Questions regarding this requirement shall be directed to Division Chief Jeffrey Prior, Bureau of Fire Prevention, at 417-874-2340 or by email at [jprior@springfieldmo.gov](mailto:jprior@springfieldmo.gov))

**This is a permit only and is not an endorsement of the scheduled event.**

## Spain, Sharon

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**From:** noreply@civicplus.com  
**Sent:** Friday, February 18, 2022 11:04 AM  
**To:** Spain, Sharon  
**Subject:** Online Form Submittal: Special Event Permit Application

**\*\*CAUTION\*\*** This email originated from outside the organization. Do not open attachments or click links from sources you do not know and trust.

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### Special Event Permit Application

#### City of Springfield Special Event Permit Application

All proposed events on private property that require a Special Event and/or Amplified Sound Permit must have an approved risk mitigation plan in place to reduce the threat of potential spread of the coronavirus.

The mitigation plans shall at minimum include, but not be limited to, the following guidelines:

Describe the measures that will be put into place to ensure CDC guidelines for physical distancing of people at 6 feet apart.	Each venue will have measures put in place according to their guidelines
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Describe the measures that will be put into place to ensure CDC guidelines for cleaning and sanitizing any public spaces.	Each venue will have measures put in place according to their guidelines
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Do you agree to provide a complete list of all people working, volunteering and to the largest extent possible, attending the event to include name, phone number, and county of residence within 24 hours of the event's conclusion?	No
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Organization Name	SGF Pubcrawl
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Street Address	305 South Ave
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City	Spingfield
State	MO
Zip	65806
Contact Name	Derek Coleman
E-mail Address	derekallancoleman@icloud.com
Home or Desk Phone	4178691500
Cell Phone	8473936976
Fax	<i>Field not completed.</i>
Additional Contact Person?	No
E-mail Address	<i>Field not completed.</i>
Home or Desk Phone	<i>Field not completed.</i>
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>
Promoter, if different from Organization, & Address	<i>Field not completed.</i>
E-mail Address	<i>Field not completed.</i>
Home or Desk Phone	<i>Field not completed.</i>
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>
<b>Event Information</b>	
Event Name	St Patricks Day Pubcrawl
Event Description	Other
Please upload 501(c)(3) documentation if required.	<i>Field not completed.</i>
If you checked Other above, please describe.	Pub Crawl consisting of 10 different venues operating independently behind their own individual walls.
Event Date(s)	3/12/2022
Alternate Event Date(s)	<i>Field not completed.</i>
Event Location	Private Property (Please indicate address below)



Renting the Springfield Expo Center Lot (Please reserve 4-6 weeks in advance)  
Use of the vacant lot at 735 E. Trafficway, requires a \$1,000 rental contract,  
certificate of insurance for a \$1 million general liability policy naming the City as an  
additional insured and the completion of a hold harmless agreement for any action  
arising out of your use of the property. If liquor is sold or served, please request a  
letter from the City Manager granting permission for such use on public property.  
Once that permission is granted, the City Licensing Department is notified and will  
proceed with the liquor catering/picnic license process. The state will issue that  
license. This entire process could take 5-10 business days. Liquor Liability (\$1  
million policy) For events selling or serving alcohol, each liquor vendor is required  
to provide liquor liability insurance naming the City as an additional insured is  
required. A third party agreement may be required with your liquor vendor.

Name of Park and/or Street South Ave

Event Address & Zip 305 SOuth Ave 65806

Note: If this event will take place solely in a Springfield-Greene County Park, please  
call 417-864-1049 to reserve the park facilities.

Is this a charity event? No

Organization benefiting  
from proceeds Field not completed.

% of proceeds being  
donated 0

Is this a first-time event? No

If no, what was the last year  
the event was held? 3/12/2019

Please list any variations  
from the last year the event  
was held. Field not completed.

### Event Operations

Event Set Up Starts: 3/12/2022 9:00 PM

Event Set Up Complete By: 3/12/2022 9:00 PM

Event Start: 3/12/2022 9:00 PM

Event Close: 3/13/2022 1:15 AM

Event Teardown Starts: 3/13/2022 1:15 AM

Event Teardown Complete  
By: 3/13/2022 1:15 AM

Estimated Attendance Per  
Day 7000

Will this event be open to the public?	Yes
Will you be charging admission?	Yes
Will you be accepting donations?	No
Are you wanting to close a City street for your event?	No
Please indicate the street(s)/cross streets(s) you propose to close and what dates and times.	<i>Field not completed.</i>
From:	<i>Field not completed.</i>
To:	<i>Field not completed.</i>
Upload Event Route	<i>Field not completed.</i>
Food will be	Neither
How will food be prepared?	<i>Field not completed.</i>
Please list the contact information for each temporary food vendor that plans to serve food at the event.	
Food Vendor 1:	<i>Field not completed.</i>
Contact name	<i>Field not completed.</i>
Mobile phone number	<i>Field not completed.</i>
E-mail address	<i>Field not completed.</i>
Will more than one food vendor be serving food at the event?	<i>Field not completed.</i>
Will electricity be provided to the food vendors?	No
Will alcoholic beverages be available at your event?	Yes
Alcoholic beverages will be	Sold by the drink
What type of alcoholic beverages?	Beer, Wine, Spiritous (hard) liquor
Please provide the address at which alcohol will be	Each Individual License

sold, given away and/or  
consumed.

Name of business or  
organization that will be  
responsible for obtaining  
any necessary liquor  
permits, such as catering or  
picnic permits from the  
state of Missouri.

See Attached

Alcohol Will Be Served  
From:

3/12/2022 9:00 PM

To:

3/13/2022 1:15 AM

#### City of Springfield Noise Standards

(a) *Maximum noise level.* No operation or activity shall cause or create noise in excess of the sound levels prescribed below. (b) *Sound level standards.* The maximum permitted sound level shall be at a volume so as to not unreasonably and knowingly disturb or alarm another person or persons by loud noise. (c) *Variations and exemptions.* 1. The following uses and activities shall be exempt from the sound level standards: a. Noises not directly under the control of the property user; b. Noises emanating from construction and maintenance activities between 7:00 a.m. and 11:00 p.m.; c. The noises of safety signals, warning devices, emergency pressure relief valves and emergency electric generators; and d. Noises from moving sources such as automobiles and trucks on public right-of-way, railroad equipment on railroad right-of-way and railroad spurs on private property, and airplanes.

Will there be live  
entertainment, music or  
amplified sound at your  
event?

No

If so, will stages be built?

*Field not completed.*

How many?

*Field not completed.*

Performances will start

*Field not completed.*

and conclude

*Field not completed.*

Will tents be erected for  
your event?

No

If you checked Yes,

[click here to view tent permits and guidelines and to fill out an application for a tent permit.](#)

Will additional electrical  
wiring be installed for the  
event?

No

How will you get electricity  
to your event?

No electricity needed



Will access to water be required for the event? No

Will restroom facilities be required for the event? No

Have you arranged for security at your event? No

If so, who will be providing security? Please provide Organization, Address and Phone. Each Venue will be responsible for providing their own security according to the protocols and handbooks of that venue

Note: Applicant is responsible for security personnel for the duration of the event. The number of security officers or police officers will be determined by the Springfield Police Department based on the nature of the event. Please contact the Police Department at 864-1727 for questions or clarification.

Describe your plans for Emergency Medical Services. Each Venue will be responsible for providing their own EMS according to the protocols and handbooks of that venue

Describe your plans for event trash removal, as well as any organizations or persons directly involved with this aspect of the event. Each venue will be responsible for cleaning the area in front of the business and their own trash.

Describe your plans for food-vendor wastewater disposal, as well as any organizations or persons directly involved with this aspect of the event. n/a

Note: Additional City Permits/Licenses/Insurance Certificates may be required. Applicant is responsible for obtaining all additional permits/licenses/insurance certificates required upon issuance of this use permit. Applicant must check and agree to abide by the following conditions to obtain this permit.

CLEAN UP I agree

INSURANCE *Field not completed.*

Your event may qualify for insurance through the TULIP Program, which provides low cost general liability insurance to "third party" users of various venues and facilities for events. It protects both the Read more about TULIP and how to get a policy.

user and the facility against claims by guests who may be injured as a result of attending an event.

UPLOAD Certificate of Insurance

*Field not completed.*

INDEMNITY

I agree

CITY CODES/PERMITS

I agree

CONDUCT/NUISANCES

I agree

UPLOAD Event Site Map or Sketch here.

Venues.docx

Signature

By checking this box and typing my name below, I am electronically submitting my signature.

First Name

Derek

Middle Initial

A

Last Name

Coleman

If you have questions regarding an event or this application, please contact Sharon Spain, Special Event Permit Coordinator, in the Department of Public Information, at 417-864-1105 or [sspain@springfieldmo.gov](mailto:sspain@springfieldmo.gov).

Email not displaying correctly? [View it in your browser.](#)



Information regarding Pubcrawls participating venues

Venues:

Dublin's Pass	317 Park Central E, Springfield MO
Big Whiskey's	311 Park Central E, Springfield MO
Civil Kitchen	107 Park Central Square Springfield MO
The Odyssey & Outland Ballroom	326 South Ave, Springfield MO
Tropical Liqueurs	420 South Campbell, Springfield MO
Finnegan's Wake	305 South Ave, Springfield MO
Inner Circle	319 W Walnut St, Springfield, MO, 65806
Boogie	321 South Ave, Springfield, MO 65806
Zan	311 S Patton Ave, Springfield, MO 65806